

HOW TO GET COPIES FROM A CIVIL COURT FILE

1. **IN PERSON:** Go to Superior Court, located at 1035 Palm Street, Room 385, San Luis Obispo, CA. You can find your case number on filed documents that you have, or you can look up your case number in the Public computer at the Court. Ask the Court staff at the counter for the microfiche for your case number. Order copies from the microfiche at \$1.00 per page. If more than ten pages are being copied, the copy request will be sent out to the copy service and your copies will be ready the next afternoon. You must pay for the copies before they are made.

2. **BY MAIL:** Send a letter to Superior Court, 1035 Palm Street, Room 385, San Luis Obispo, CA 93408. In the letter, write your case number and the names of the parties, and write the names of the documents you want to have copied from the court file. There is a \$5.00 research fee and \$1.00 per page for copies when you mail in a copy requests, and you must enclose a self-addressed, stamped envelope to have your copies mailed to you. If you do not know how many pages are in the documents that you are requesting, make your check payable to Superior Court and write on the Memo line, "Not to Exceed \$____ [on the Memo line you can specify an amount: \$20, \$30, \$40, or whatever you think will cover the cost]". The Court staff will mail you a receipt along with your copies so you know how much the check was written for.

You can call the Court at (805) 781-5706 (for Family Law, Family Support), (805) 781-5677 (for Civil, Limited Civil, Small Claims), or (805) 781-5242 (for Probate) to check on the status of a mailed copy request.